

POSITION DESCRIPTION

Academic Facilitator – Year 10, 11 and 12



Prime Position Objectives

The Year 10, 11 and 12 Academic Facilitator's role is to provide numeracy, literacy, HPE, history and science skills for the Year 10, 11 and 12 program for school-based students. You will have the responsibility for the design, maintenance and operation of the numeracy, literacy and science program whilst maintaining an efficient and smooth-running program that meets the QCAA and ACARA requirements.

The Year 10, 11 and 12 Academic Facilitator is a critical role with the college, for they help students attain and enjoy academic success through the delivery of training that is contextualised, engaging and relevant to the chosen career pathway of their chosen trade. By providing mentorship and assistance you will help bridge the gap between academic and behavioural expectations of the college and student capacity. Furthermore, the position helps mitigate the risks associated with student success and provides an atmosphere conducive to building student's capability.

The Year 10, 11 and 12 Academic Facilitator will work alongside Trade and Vocational Program Facilitators at Tec-NQ to develop and continuously improve systems and processes which enable Tec-NQ to meet its legislative and internal business obligations.

Position Status

Permanent fulltime and subject to Common Law Contract.

Reports to

Head of Academic- Year 11 and 12
Education Manager/Deputy Principal (Executive)

Supervises

Not Applicable

Professional Relationships

External

- General public, including but not limited to industry relevant businesses, students and related stakeholders.

Internal

- CEO and Management Team, specifically the principal.
- Relationships may also be formed with current students of Tec-NQ, through the completion of student surveys.

Accountabilities

- The Year 10, 11 and 12 Academic Facilitator's role is to create, develop and implement high-quality, evidence-based, modern curriculum that aligns with stipulated QCAA and ACARA syllabi that is technology enabled with a focus on the acquisition of the prerequisite numeracy, literacy requirements and prescribed Secondary English knowledge and skills to support the Year 10, 11 and 12 of the Australian School Based Apprentice (ASBA) programs. In order to ensure the seamless execution of the programs objectives, you will also have the inherent responsibility for their maintenance and operation.

- The Year 10, 11 and 12 Academic Facilitator will work with Trade and Vocational Program (Trade) Facilitators, Academic colleagues from the disciplines of English, Science, History, HPE and Mathematics, and Student Support Staff at Tec-NQ to develop and continuously improve a coordinated approach characterised by the monitoring of student results and progress, development and implementation of tutorials and other identified support measures to ensure student success.
- Understanding of the vision, mission, and culture of the college to provide the best outcomes for the students.
- Develop excellent communication skills to be able to develop strong relationships with students, parents, and other external stakeholders, in order to meet their needs.
- Knowledge of key academic policies and legislation, so that they can be able to be implemented within operational guidelines and time limits.
- Demonstrate a personal commitment to ensuring one's own safety as well as the safety of others, as well as to helping to continually improve the WHS performance of the college. This involves adhering to all applicable laws, regulations, duties, and obligations as outlined in the policies, and procedures of the college.
- Support the college's commitment to the ideals of reconciliation, which highlight the value of justice and equity for all Australians as well as respect for the legacy of Aboriginal and Torres Strait Islander people.
- Training is undertaken as per the delivery schedule with paperwork submitted in the correct format to the records rooms.
- Mentoring actions are documented on student files / contact logs.
- Active participation in Trade Education Team meetings when teaching school-based students.
- Register / documentation are kept up to date in alignment with required legislation.
- Teaching materials for subjects are up to date and current, complying with current legislation.
- Registers such as student monitoring are kept current.
- Contact logs are kept for all communications with students, employers and parents.
- Assessment materials are marked then submitted to the Records Room within 21 days of completion.
- CIR actions are completed in required timeframes.
- Participate in team meetings.
- Ensure compliance with reasonable instructions given by Tec-NQ to make sure care is taken for their own health and safety and that their conduct does not adversely affect the health and safety of others.
- Deliver quality training through your team.

Duties

Operational

- Planning, creating, and delivering teaching that adhere to the Australian Professional Standards for Teachers as well as pertinent curricula, syllabi, and Teaching, Learning and Assessment Plans (TLAPs) to promote student learning in alignment with the College training schedule.
- Advising the Head of Academic (Year 11 and 12) and Education Manager/Deputy Principal in relation to College Education / Training Programs.
- Creation and marking of assessment instruments in accordance with Senior Education Calendar Profile as advised by the Head of Academic (Year 11 and 12) and Education Manager/Deputy Principal.
- Taking a mentorship role in promoting the education of learners in a proper manner including the delivery of engaging and relevant learning programs.
- Ensuring that historic records necessary for compliance with administrative and educational reporting are maintained.
- Assisting the Head of Academic (Year 11 and 12) and Education Manager/Deputy Principal in the identification, monitoring and compliance of all legislative and contractual obligations pertaining to the Delivery of Education/Training.
- Assisting in the maintenance of all appropriate registers to satisfy legislative requirements applicable to the operations of the College.
- Ensuring to comply with Tec-NQ policies and procedures.
- Undertaking Pre and Post Validation Reviews.
- Participation in Trade Education Team meetings to discuss all matters related to student success.
- Provide assistance and advice as required to the Student Support staff to help maintain and preserve the physical, social, cultural and emotional well-being and physical safety of students during the school year and promote their holistic development.
- Liaison with students, employers, and parents in relation to student performance and progress.
- Maintaining academic records (Mark book) necessary for compliance with administrative and educational reporting.
- Fulfilling administrative and or operational duties (e.g., student supervision, lesson supervision) as directed by Head of Academic (Year 11 and 12) and Education Manager/Deputy Principal.
- Ensuring Work Health and Safety systems are maintained and adhered to.

Customers

- Understand customer requirements (both internal and external) to meet the needs of the customer.
- Assist to develop capability of others with respect to improving the quality of training programs within Tec-NQ.
- Develop productive relationships with students, parents, employers and staff.

Financial

- Resources are used effectively and within budget.

People

- In consultation with your manager set clear expectations and manage own individual performance.
- Participate in an engaging and integrated team culture.

Business Growth

- Support new opportunities enabling expansion into different markets with existing products or new market offerings into existing markets and new products into new markets.

Hours of Duty

As detailed in the employment contract and offer letter.

Performance Review

The Year 10, 11 and 12 Academic Facilitator will participate in Tec-NQ's performance management system.

Resource Management

The Year 10, 11 and 12 Academic Facilitator will assist the Head of Academic (Year 11 and 12), Education Manager/Deputy Principal and Leadership Team with any requests to perform administrative duties related to the management of resources and assets relevant to the Academic team.

Salary Package

As detailed in the employment contract and offer letter.

Selection Criteria

Essential

1. Bachelor of Education qualification or equivalent.
2. Experience in the development, delivery and assessment of year 10, 11 and 12 compulsory subject areas with the ability to adopt a multi-disciplinary approach to teaching and learning.
3. Ability to use information technology in various formats and combinations to enrich and extend the learning opportunities of the students.
4. Current Queensland Registered Teacher registration.
5. Current C-Class Australian Drivers Licence.

Desirable

1. Knowledge of the trade environment.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Print Name

Signature

Date